

MAC Messaging – MAC Administrator

Training Document

Homepage

Solicitation

MAC Administration

Messages

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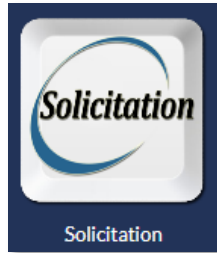
MAC Administration Columns: 21

Messages for MAC: [Name] Columns: 22

Roles

This is an overview of the **MAC Messaging** functionality for the **MAC Administrator** role which allows for sending targeted messages to specific CAGE Codes, facilitating two-way communication for general messages, and broadcasting important announcements related to Multiple Award Contracts (MACs).

Navigation



Solicitation Search **MAC Administration**

Accessing MAC Messages

The **MAC Administration** screen displays all MACs that are assigned to the user's MAC admin group. Enter known data in the **Filter** field to refine the list of MACs displayed. Control the number of entries on the table by selecting an option on the **Display # Items** drop-down menu.

The screenshot shows the "MAC Administration" interface. At the top, there's a header "MAC Administration". Below it, a "Display" dropdown is set to "10" items, and a "Filter:" input field is on the right. The main content is a table with columns: "MAC Name", "Group", "MAC Description", and "Action". The table lists three MACs: "DUCKBILL", "ENCORE", and "OASIS", all under the "DEPT OF THE NAVY" group. Each row has an "Action" column with buttons for "Edit", "Contract Info", "Messages", and "Delete". At the bottom left, there's a "+ Add MAC" button. At the bottom right, there's a pagination control showing "Showing 1 to 10 of 28 items" and a "Previous 1 2 3 Next" navigation bar.

MAC Name	Group	MAC Description	Action
DUCKBILL	DEPT OF THE NAVY	DUCKBILL is the mandatory for consideration vehicle for the procurement of specialized engineering a...	Edit Contract Info Messages Delete
ENCORE	DEPT OF THE NAVY	ENCORE is tailored for the acquisition of maritime surveillance and environmental monitoring services a...	Edit Contract Info Messages Delete
OASIS	DEPT OF THE NAVY	OASIS is the mandatory consideration vehicle for the procurement of advanced research materials a...	Edit Contract Info Messages Delete

Showing 1 to 10 of 28 items

[+ Add MAC](#)

Previous **1** 2 3 Next

MAC Administration Columns:

- MAC Name
- Group
- MAC Description (*contains the first 100 characters of the MAC's description*)
- Action
 - Edit
 - Contract Info
 - Messages
 - Delete

MAC Administration Action Buttons:

- Edit (*to make changes to the MAC's information*)
- Contract Info (*leads to the Contract Information page*)
- Messages (*to create or view messages related to the MAC*)
- Delete (*to remove the MAC from the MAC admin group*)

MAC Administration Buttons:

- Add MAC (*leads to MAC Maintenance page*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

To access a MAC's messages, click the **Messages** button. The **Messages for MAC: [Name]** page displays.



The **Messages for MAC: [Name]** screen displays a message dashboard of existing messages that have been sent for the MAC with the **Subject**, **Category**, and **Sent Date (UTC)**. Click the **View** button in the **Action** column to open a sent message.

To create a new **General Message** or **Broadcast Announcement** for the MAC, refer to the [Creating A New Message](#) section of this training.

Messages for MAC: DUCKBILL

+ Add New Message

Show 10 entries

Subject	Category	Sent Date (UTC)	Actions
Filter		YYYY-MM-DD	
Teaming Partner Notice	General Message	2026/02/27	View
Rolling Admissions Closes June 30	Broadcast Announcement	2026/02/27	View

Showing 1 to 6 of 6 entries

Previous 1 Next

Messages for MAC: [Name] Columns:

- Subject
- Category
- Sent Date UTC (*format: YYYY/MM/DD*)
- Actions
 - View

Messages for MAC: [Name] Action Button:

- View (*to open a sent message*)

Messages for MAC: [Name] Buttons:

- Return to MAC Administration (*to navigate back to the MAC Administration screen*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

The sent message displays with the **Category**, **Date Sent (UTC)**, **Message Status**, **Recipients**, **Subject** and **Message** fields in a read-only format.

Message

Category
Broadcast Announcement

Date Sent (UTC)
2026-03-24 13:07:46

Message Status

Total count of CAGE Codes that have viewed the message: 2

Percentage of total CAGE Codes that have viewed the message: 100.00%

Recipients

Show 10 entries

CAGE Code	Activity Name	Date First Viewed By CAGE Code
Filter	Filter	YYYY-MM-DD
	NORTHROP GRUMMAN SYSTEMS CORPORATION	2026/03/24
	ENGILITY CORPORATION	2026/03/24

Showing 1 to 2 of 2 entries

Previous 1 Next

Subject
Rolling Admissions Begins April 2026

Message
Rolling Admissions begins April 1, 2026 with all proposals due by June 15, 2026 and all awards will be announced in January 2027.

No late offers will be considered.

Message Fields:

- Category (*read-only*) (*options: General Message / Broadcast Announcement*)
- Date Sent (UTC) (*read-only*) (*format: YYYY-MM-DD HH:MM:SS*)
- Subject (*read-only*)
- Message (*read-only*)

Message Status Fields:

- Total count of CAGE Codes that have viewed the message (*read-only*)
- Percentage of total CAGE Codes that have viewed the message (*read-only*) (*displays to two decimal points; format: XX.XX%*)

Recipients Columns:

- CAGE Code
- Activity Name
- Date First Viewed By CAGE Code (*format: YYYY/MM/DD*)
- Unread Reply? (*only available for General Messages*) (*options: Yes / No*)
- Actions
 - View Replies (*displays after CAGE Code replies to original message*)

Recipients Actions Button:

- View Replies (*leads to Replies For [Subject] page*)

Message Buttons:

- Return (*to navigate back to the previous screen*)
- Close (*to close message and block all replies*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

Message Tracking Information

In the **Message Status** section, tracking information is provided to monitor recipient engagement. The following statistics are displayed:

- Total count of CAGE Codes that have viewed the message
- Percentage of total CAGE Codes that have viewed the message

Message Status

Total count of CAGE Codes that have viewed the message:

2

Percentage of total CAGE Codes that have viewed the message:

100.00%

In the **Recipients** section for both **General Messages** and **Broadcast Announcements**, all recipients are displayed with the **CAGE Code**, **Activity Name**, and the **Date First Viewed by CAGE Code** columns. Enter known data in the **Filter** fields to refine the list of **Recipients** displayed. Control the number of entries on the table by selecting an option on the **Show # entries** drop-down menu.

Recipients

Show 10 entries

CAGE Code	Activity Name	Date First Viewed By CAGE Code
Filter	Filter	YYYY-MM-DD
	NORTHROP GRUMMAN SYSTEMS CORPORATION	2026/03/24
	ENGILITY CORPORATION	2026/03/24

Showing 1 to 2 of 2 entries

Previous

1

Next

General Messages include an **Unread Reply?** column that indicates the status for reply messages sent from each CAGE Code. The column displays **Yes** for unread replies and **No** when all replies have been read.

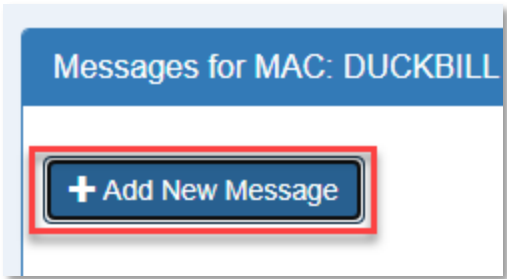
NOTE: If the original message is a Broadcast Announcement, the Unread Reply? column for replies is hidden.

Recipients				
Show 10 entries				
CAGE Code	Activity Name	Date First Viewed By CAGE Code	Unread Reply?	Actions
Filter	Filter	YYYY-MM-DD		
	NORTHROP GRUMMAN SYSTEMS CORPORATION	2026/04/03	Yes	View Replies
	LEIDOS, INC.		No	
	ENGILITY CORPORATION	2026/04/03	No	
Showing 1 to 3 of 3 entries				
Previous 1 Next				

NOTE: When a MAC is deleted from PIEE, all messages previously sent under that MAC are automatically removed from all recipients' inboxes.

Creating A New Message

To create a new message, click the **Add New Message** button.



The **Message** composition screen displays.

Message Fields:

- Category * *(to categorize the message; options: General Message / Broadcast Announcement)*
- Subject * *(up to 100 alphanumeric characters, including special characters `~!@#\$\$%^&*()_-= {[]\|:;""'.,?/)*
- Message * *(unlimited alphanumeric characters, including special characters `~!@#\$\$%^&*()_-= {[]\|:;""'.,?/)*

*Recipients * Buttons:*

- Search CAGE Codes *(leads to Search CAGE Codes for MAC Message pop-up)*

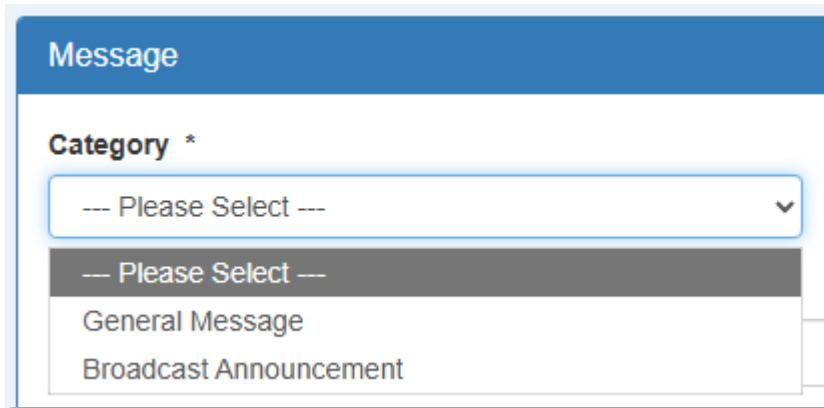
Message Buttons:

- Cancel *(to disregard entered data on the Message screen; leads back to previous screen)*
- Send *(to send the message to the selected vendors)*
- Home *(leads to the Solicitation Module home screen)*

MAC Messaging allows two forms of communication:

- **General Messages** – enables direct messaging that allows vendors to respond.
- **Broadcast Announcement** – to notify vendors about changes or updates without allowing responses.

Select **General Message** or **Broadcast Announcement** in **Category *** drop-down to categorize the new communication:



The screenshot shows a web form titled "Message". Below the title is a dropdown menu labeled "Category *". The dropdown is open, showing three options: "--- Please Select ---" (highlighted), "General Message", and "Broadcast Announcement".

Adding Recipients To A Message:

Click the **Search CAGE Codes** button in the **Recipients *** section to add vendors to the communication. The **Search CAGE Codes for MAC Message** pop-up displays.



Select filters from the **Business Type** drop-down, the **Show Only Prime Contractors** or **Show Only Small Business** checkboxes, or by entering **Product or Service Code(s)** in the editable field. Multiple **Product or Service Code(s)** may be entered in the field by using commas as separators. Click the **Search for CAGE Code(s) on the MAC** button to view results.

NOTE: Multiple filter selections are permitted. The search also operates without any criteria selected or entered.

NOTE: The 'CAGE Code Distribution List Usage' field in MAC Maintenance does not apply to MAC Messaging.

Search for CAGE Codes on a MAC – CAGE Code Filters Pop-Up Fields:

- Business Type (**drop-down**; options: **LB / SB / SDVOSM / WOSB / EDWOSB / 8(a) / ANC / HUBZone**)
- Show Only Prime Contractors (**checkbox**)
- Show Only Small Businesses (**checkbox**)
- Product or Service Code(s) (**up to 200 numeric characters; multiple codes must be separated by commas**)

Search for CAGE Codes on a MAC Message – CAGE Code Filters Buttons:

- Search for CAGE Code(s) on the MAC (**to search for accessible CAGE Codes related to the MAC**)

Search for CAGE Codes on a MAC Buttons:

- Cancel (**to disregard entered data and close the pop-up**)

Results matching the selected filters displays below. Enter known data in the **Filter** fields to refine the list displayed. Control the number of entries on the table by selecting an option on the **Display # Items** drop-down menu.

Select the **checkbox** next to the desired CAGE Code or the **Select All** checkbox to choose all available CAGE Codes. Click the **Select CAGE Code(s)** button to add the CAGE Code(s) to the **Recipients *** list. The pop-up closes.

Showing 1 to 1 of 1 entries

Previous 1 Next

Select CAGE Code(s) Clear All

Search for CAGE Codes on a MAC Message Pop-up Columns:

- Select All (*checkbox*)
- CAGE Code
- Activity Name

Search for CAGE Codes on a MAC Buttons:

- Select CAGE Code(s) (*adds CAGE Code(s) to the Recipients * list*)
- Clear All (*to clear all selected checkboxes*)
- Cancel (*to disregard entered data and close the pop-up*)

All CAGE Codes selected displays in the **Recipients *** section. Enter known data in the **Filter** fields to refine the list displayed. Control the number of entries on the table by selecting an option on the **Display # Items** drop-down menu.

Recipients *

Search CAGE Codes 1 selected

Show 10 entries

CAGE Code	Activity Name	Actions
Filter	Filter	
	NORTHROP GRUMMAN SYSTEMS CORPORATION	Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

Recipients * Columns:

- CAGE Code
- Activity Name
- Actions
 - Delete

Recipients * Actions Buttons:

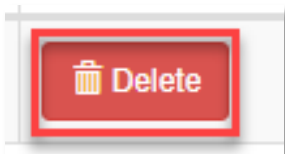
- Delete (to remove a CAGE Code from the Recipients * list)

Recipients * Buttons:

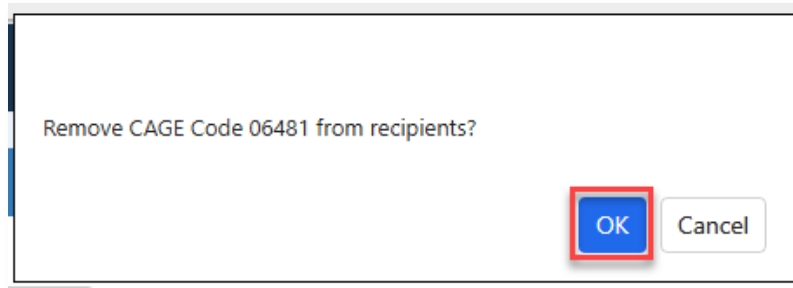
- Search CAGE Codes (leads to Search CAGE Codes for MAC Message pop-up)

Deleting A CAGE Code from Recipients * List:

To delete a contact from the **Recipients *** list, click the **Delete** button in the **Action** column.



A pop-up displays with a message stating: “Remove CAGE Code [Number] from recipients?” Click the **OK** button. The pop-up closes.



Delete Confirmation Pop-Up Buttons:

- OK (*to confirm deletion*)
- Cancel (*to disregard deletion and close pop-up*)

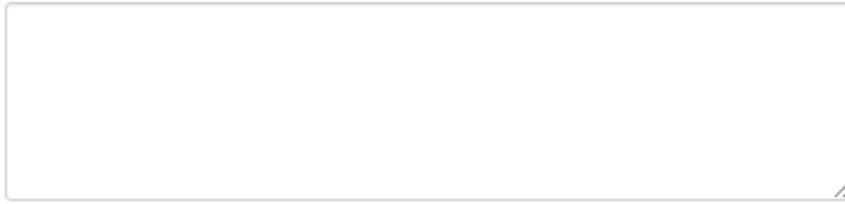
A message displays stating: “Recipient, [Number], has been removed from the recipient list.” and the CAGE Code is deleted from the list.

Composing The Message:

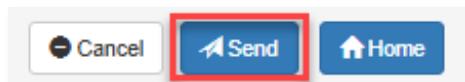
In the message composition section, enter a subject title in the designated **Subject*** field.

Compose a detailed communication in the **Message*** field.

Message*



When complete, click the **Send** button to transmit the message.



Successfully sending the message displays the message's **Subject** title and a success message stating: "The communication was successfully submitted."

The communication was successfully submitted.

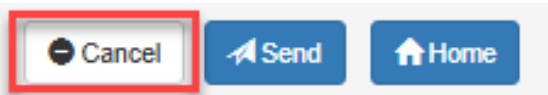
Subject

Teaming Partner Notice

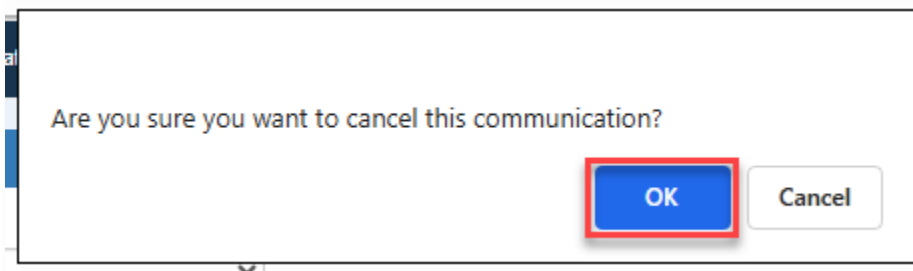
NOTE: Unsupported special characters (such as © or Š or < or >) entered in either the Subject or Message* fields are removed by the system before sending.*

Cancelling A Draft Message:

To disregard all entered data and cancel the message without sending to vendors, click the **Cancel** button at the bottom of the screen.



A pop-up displays with a message stating: “Are you sure you want to cancel this communication?” Click the **OK** button. The draft communication is discarded and the previous **Messages for MAC: [Name]** screen displays.



Cancel Confirmation Pop-Up Buttons:

- OK (*to confirm cancellation*)
- Cancel (*to disregard search and close pop-up*)

Viewing Reply Messages

CAGE Codes that have replied to the original message display the **View Replies** button in the **Actions** column. Click the **View Replies** button to view **Replies** to the original message. The **Replies for [Subject]** screen displays.

Recipients				
Show 10 entries				
CAGE Code	Activity Name	Date First Viewed By CAGE Code	Unread Reply?	Actions
Filter	Filter	YYYY-MM-DD		
	NORTHROP GRUMMAN SYSTEMS CORPORATION	2026/04/03	Yes	View Replies

Replies to the original message display in a structured table with the CAGE Code or MAC of who sent the reply (**From**), a preview of the **Message**, the **Sent Date (UTC)**, and the **Read Date (UTC)**. Newest replies appear at the bottom of the list. Enter known data in the **Filter** fields to refine the list of **Replies** displayed. Control the number of entries on the table by selecting an option on the **Show # entries** drop-down menu.

To view a **Reply**, click the **View** button in the **Actions** column. The **Reply** pop-up displays.

Replies for Request for Updated Reps and Certs

Show 10 entries

From	Message	Sent Date (UTC)	Read Date (UTC)	Actions
Filter		YYYY-MM-DD	YYYY-MM-DD	
	Thank you for the reminder. I'...	2026/05/21		
DUCKBILL	Thank you all for your coopera...	2026/05/21	2026/05/21	

Showing 1 to 1 of 1 entries

Previous1Next

Replies for [Subject] Columns:

- From
- Message (*displays up to 30 characters of the reply*)
- Sent Date (UTC) (*format: YYYY/MM/DD*)
- Read Date (UTC) (*format: YYYY/MM/DD*) (*displays after first viewing of the reply*)
- Actions
 - View

Replies Actions Button:

- View (*displays Reply pop-up*)

The message displays with all fields as read-only. Click the **Close** button to close the message.

Reply

Reply

Category

General Message

CAGE Code

Subject

Request for Updated Reps and Certs

Reply

Thank you for the reminder. I've completed my annual representations and certifications in SAM.gov and confirm completion before the May 1 deadline.

Close

Reply Pop-Up Fields:

- Category (*value: General Messages; read-only*)
- Subject (*read-only*)
- Reply (*read-only*)

Reply Buttons:

- Close (*to close pop-up*)

After the first viewing of the reply, the **Read Date (UTC)** populates on the **Replies for [Subject]** table.

Replying to General Messages

Replies for Request for Updated Reps and Certs

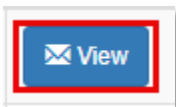
Show entries

From	Message	Sent Date (UTC)	Read Date (UTC)	Actions
Filter		YYYY-MM-DD	YYYY-MM-DD	
	Thank you for the reminder. I...	2026/05/21	2026/05/22	View
DUCKBILL	Thank you all for your coopera...	2026/05/21	2026/05/21	View

Showing 1 to 1 of 1 entries

Previous 1 Next

On the **Messages for MAC: [Name]**, click the **View** button of the message of interest. The original message displays.



In the **Recipients** section, CAGE Codes that have replied to the original message display the **View Replies** button in the **Actions** column. Click the **View Replies** button. The **Replies for [Subject]** screen displays.

Recipients

Show entries

CAGE Code	Activity Name	Date First Viewed By CAGE Code	Unread Reply?	Actions
Filter	Filter	YYYY-MM-DD	v	
	NORTHROP GRUMMAN SYSTEMS CORPORATION	2026/04/03	Yes	View Replies

NOTE: Messages that have been closed displays a message at the top of the screen stating: "This message has been Closed by the MAC Administrator." The Reply button is not available on the Replies for [Subject] screen and additional responses to that message thread cannot be sent.

Replies to the original message display in a structured table with the CAGE Code or MAC of who sent the reply (**From**), a preview of the **Message**, the **Sent Date (UTC)**, and the **Read Date (UTC)**. Newest replies appear at the bottom of the list. Enter known data in the **Filter** fields to refine the list of **Replies** displayed. Control the number of entries on the table by selecting an option on the **Show # entries** drop-down menu.

Click the **Reply** button at the bottom of the screen. The **Reply** pop-up displays.

Replies for Request for Updated Reps and Certs

Show 10 entries

From	Message	Sent Date (UTC)	Read Date (UTC)	Actions
Filter		YYYY-MM-DD	YYYY-MM-DD	
	Thank you for the reminder. I'...	2026/05/21	2026/05/22	View
DUCKBILL	Thank you all for your coopera...	2026/05/21	2026/05/21	View

Showing 1 to 6 of 6 entries

[Previous](#) **1** [Next](#)

[Return](#) [Reply](#) [Home](#)

The **CAGE Code** and the message's **Subject** fields display in a read-only format. Compose a detailed message in the **Reply *** field.

Reply

Reply

Category
General Message

CAGE Code

Subject
Request for Updated Reps and Certs

Reply *

Cancel + Post Reply

Reply Pop-Up Fields:

- Category (*read-only; values: General Message*)
- CAGE Code (*read-only*)
- Subject (*read-only*)
- Reply * (*unlimited alphanumeric characters, including special characters `~!@#\$%^&*()_-+= {}[]\|:;'"",. ?/*)

Reply Pop-Up Buttons:

- Cancel (*disregards the entered message and closes the Reply pop-up*)
- Post Reply (*to send the reply to the MAC Administrator*)

When complete, click the **Post Reply** button to send the message. The pop-up closes.

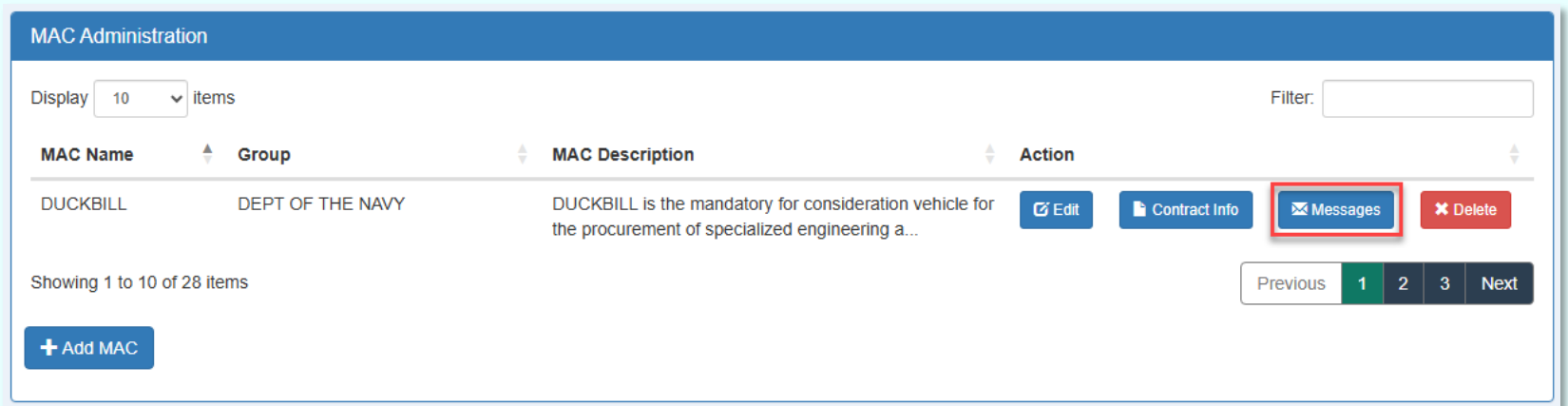


Successfully posting the response displays a message at the top of the screen stating: “The reply has been posted.”

*NOTE: Unsupported special characters (such as © or Š or < or >) entered in the Reply * field are removed by the system before sending.*

Closing A Communication

To close a General Message or Broadcast Announcement and block any replies from Recipients, click the **Messages** button adjacent to the MAC on the **MAC Administration** screen. The **Messages for MAC: [NAME]** screen displays.



MAC Administration Columns:

- MAC Name
- Group
- MAC Description (*contains the first 100 characters of the MAC's description*)
- Action
 - Edit
 - Contract Info
 - Messages
 - Delete

MAC Administration Action Buttons:

- Edit (*to make changes to the MAC's information*)
- Contract Info (*leads to the Contract Information page*)
- Messages (*to create or view messages related to the MAC*)

- Delete (*to remove the MAC from the MAC admin group*)

MAC Administration Buttons:

- Add MAC (*leads to MAC Maintenance page*)
- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

Click the **View** button of the communication to open the message. The **Message** screen displays.

Messages for MAC: DUCKBILL

+ Add New Message

Show 10 entries

Subject	Category	Sent Date (UTC)	Actions
Filter		YYYY-MM-DD	
Rolling Admissions Begins April 2026	General Message	2026/04/08	View

Messages for MAC: [Name] Columns:

- Subject
- Category
- Sent Date UTC (*format: YYYY/MM/DD*)
- Actions
 - View

Messages for MAC: [Name] Action Button:

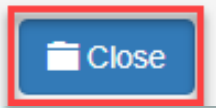
- View (*to open a sent message*)

Messages for MAC: [Name] Buttons:

- Return to MAC Administration (*to navigate back to the MAC Administration screen*)

- Home (*to navigate back to the Solicitation module home screen*)
- Help (*provides help information*)

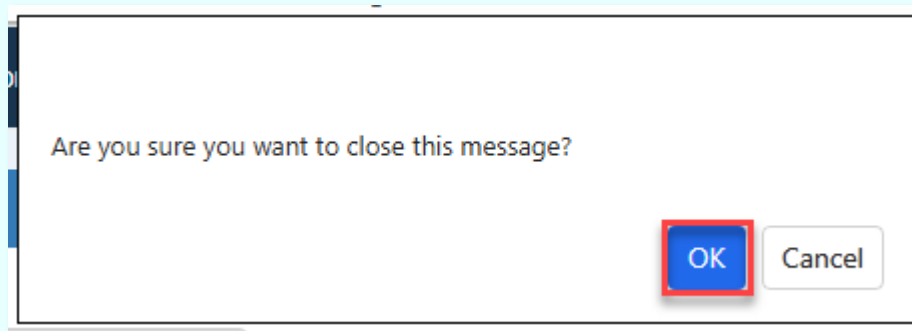
At the bottom of the **Message** screen, click the **Close** button.



Message Buttons:

- Return (*to return to the Messages for MAC: [NAME] screen*)
- Close (*to close message and block all replies*)
- Home (*leads to the Solicitation Module home screen*)
- Help (*provides help information*)

A confirmation pop-up displays with a message stating: "Are you sure you want to close this message?". Click **OK** to confirm.



Closing Confirmation Pop-Up Buttons:

- OK (*to confirm closing the message*)
- Cancel (*to disregard closing the message and close pop-up*)

Successful closing of the communication displays a message at the top of the screen stating: "This message has been Closed by the MAC Administrator." and replies are no longer permitted by Proposal Managers.